

Using the online skip licence application service

Before you get started

Before starting the online form, make sure you have checked the location you propose to place the skip, to make sure there is enough road width and ensure you understand what traffic management you will use.

You will need a sketch plan showing the exact location the skip will be placed – [here is guidance on what is and what is not an acceptable plan](#). Save the plan on your computer. You'll need a credit or debit card to make payment.



Now go to the [new skip application web page](#), enter your email address and select 'request password'

Once you confirm your email address by clicking the link in the email you receive, you will be sent a password, which you can use to log into the system.

Step 1 of 7

You will only need to enter your company details once. From then on your details will be saved on the system. If you then need to change your contact details, please contact us using the contact details below.

Step 2 of 7

Enter your client's details – the person who has requested the skip from you.

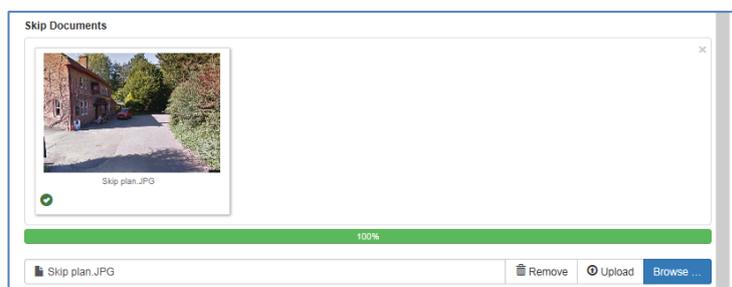
Step 3 of 7

Now plot on the map where the skip will be placed. You have to put the marker on the highway – so the system will not allow you to progress if you have placed the marker on a private road.

You also need to specify the number or name of the property the skip will be outside. If it is a business, state the business name.

Step 4 of 7

Upload the sketch plan you have prepared. You need to browse for the file on your computer, and then click upload and wait for the green tick.



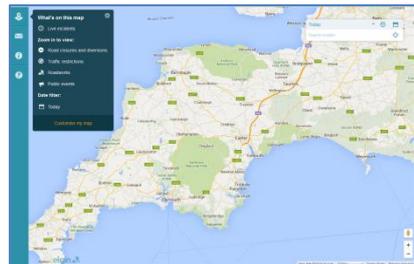
Step 5 of 7

Enter the dates you would like the skip to be on the highway. If you don't know the end date, the maximum licence duration is 28 days, but if the skip is removed early you must tell us.

The notice period you must give is 10 working days not including the application date or the date you will place the skip. Working days are Monday to Friday excluding bank holidays.

If you have an emergency situation and need to place the skip immediately, you will need to give us the reason why and pay the higher fee.

In order to avoid conflicts with other road works which may lead to your application being rejected, check the location on www.roadworks.org before you start. There may be situations where your skip can be placed using traffic management which is already in place, if you think this might be possible at the location you are looking at, please contact us.



Step 6 of 7

Enter the skip dimensions, just enter numbers, no letters (eg m) – decimal points are OK. If there is more than one skip, enter the total length of all the skips.

Step 7 of 7

The last step is important as you must confirm that you understand and agree to our terms and conditions. If anything is unclear, or if you have any queries, please contact us so we can help.

Summary

You have the opportunity before submitting your application to review the information.

Once you select 'finish', your application is submitted and you will receive email notification, containing your reference number, the fee, and a summary of your application.

Until our online payment portal is set up, you will need to call 01392 382900 to make payment by credit card over the phone. Do this straight away as we do not count your application as received until you have made payment.

Extensions

If you would like to extend a licence you hold, please email skipsscaffolds@devon.gov.uk or ring 01392 382900. We will carry out a quick check and, assuming there are no problems, we will take payment by card over the phone and issue the extension straight away.